



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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April 15, 1994

We're Connected! LPS Is Now on the Internet

Limited Internet capabilities are now available to the Library Programs Service (LPS). LPS has contracted with a commercial network service provider for Internet access. LPS staff are now monitoring messages on various listservs, including GOVDOCS-L, LAW-LIB, MAPS-L, and others. An immediate benefit is that depository librarians are able to send electronic mail (e-mail) directly to specific LPS personnel.

A Few Words About Corresponding with LPS

Internet e-mail augments our existing communications channels; mail, telephone, and fax. However, depository librarians are reminded that e-mail does not replace established procedures for addressing certain specific problems. Depository libraries are encouraged to utilize a local or regional depository library, when one is available, to provide such services as copies of missing shipping lists.

Claims must still be sent via mail or fax using the Daily Depository Shipping List or the Depository Library Inquiry Form. However, followup inquiries about the status of claims may be e-mailed.

Other inquiries, however, may be addressed via e-mail to the relevant LPS persons as outlined below. If messages are sent erroneously, they will be forwarded to the correct LPS personnel. Please do not telephone to notify LPS that an e-mail message is waiting. Please do not send fax messages or Depository Library Inquiry forms addressing the same concerns as your previously sent e-mail message. Since three of the LPS addresses are in effect "party lines," you will need to preface your messages with the name of the LPS person you want to reach.

The e-mail message topic or subject line should concisely identify the issue raised in the message. It is a good idea to send a separate message with its own topic line, rather than to change topics within a message. If the message is in response to a previous message, the topic line should be the same as that of the message to which you are responding. By observing these conventions, you will help LPS correctly route your message internally, leading to improved responsiveness.

All messages from depository librarians should conclude with a "signature line," which should include your name, institution, depository library number, mailing address, and voice and fax phone numbers.

With cooperation, we can foster effective response to matters of concern to the depository community as we enter the Internet era. Correct addressing of the message will ensure that it gets to the proper destination. Please refer to the following list of standard topics of concern to depository librarians and the LPS staff to whom they should be addressed.

LPS Internet addresses, with their general areas of responsibility:

manage@access.digex.net

Names: Gil Baldwin (Program Analyst)
 Tad Downing (Chief, Cataloging Branch)
 Mike Clark (Program Analyst - Ombudsman)

Contact for:

- Cataloging policies or practices
- Copies of or questions about:
 Monthly Catalog
 GPO Cataloging Guidelines, or the
 U.S. Congressional Serial Set Catalog
- GPO cataloging tapes
- General LPS policies
- Messages for J.D. Young, LPS Director
- Unresolved service problems or inquiries

acqclass@access.digex.net

Names: Mike Clark (pinch-hitting for Laurie B. Hall until September)
 Robin Haun-Mohamed, Chief, Depository Administration Branch
 Earl Lewter, Chief, Acquisitions and Classification Section

Contact for:

- Acquisitions
- Classification inquiries (all formats)
- Copies of or questions about:
 An Explanation of the Superintendent of Documents Classification System
 GPO Classification Manual
 Inactive List, or the
 List of Classes
- Fugitive publications
- Item number inquiries
- Item surveys and item selection update
- Selection inquiries
- Shipping list content inquiries (all formats)

inspect@access.digex.net

Name: Sheila McGarr (Chief, Depository Services)

Contact for:

- Biennial Survey
- Copies of or questions about:
Federal Depository Library Manual
Instructions to Depository Libraries, or the
Superseded List
- Depository operations and responsibilities
- Designations
- Federal Depository Conference
- Inspections
- Interagency Depository Seminar

lpsmail@access.digex.net

LPS names: Carl Redd (Chief, Depository Distribution Division)
Colleen Davis (Chief, Depository Mailing Branch)
Steve Gray (Chief, Micrographics Control Section)
Marian MacGillvray (editor, Administrative Notes)

Contact for:

- Claims (all formats)
- Claims for Automatic/Direct Mail
- Unusual claim problems (all formats)
- Delivery problems
- Missing or delayed shipments
- Microfiche shipping lists
- Shipping lists missed
- Copies of or submissions to:
Administrative Notes or
Administrative Notes Technical Supplement

lpscav@access.digex.net

Name: Lee Morey (serials cataloger)

Contact for:

- CONSER communications
- Serials cataloging issues

LPS Internet Addresses at a Glance

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Mike Clark

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(acquisitions, classification,
item selection, shipping list
content)

Laurie Hall
Mike Clark (Apr-Sept 1994)
Robin Haun-Mohamed
Earl Lewter

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(inspections, designations,
depository responsibilities,
conferences)

Sheila McGarr

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(claims, shipments, missing
shipping lists, MF shipping lists,
Administrative Notes)

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Steve Gray
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(CONSER, serials cataloging)

Lee Morey



Congressional Record Microfiche Header Problem Being Resolved

Microfiche for the Daily Congressional Record (X 1.1/A:, item 0994-C) have been produced without the complete class in the headers. The microfiche contractor has inadvertently been including the SuDocs class stem only.

The contractor has been alerted to make the necessary modifications to include the entire classification number on the microfiche header. In the interim period, libraries may receive several shipments of microfiche with the SuDocs class stem only. LPS will not be reissuing the microfiche.



J.D. Young
Director, Library Programs Service

Remarks at NTIS Advisory Board Meeting
March 24, 1994

I appreciate the opportunity to speak to the NTIS Advisory Board here today concerning the Federal Depository Library Program and the opportunity our two offices now have to work together. Beth Duston and Jack Sulzer, the Chair and Chair-Elect of our Depository Library Council to the Public Printer are also here, and they will provide you their perspective on these issues.

Administering the Federal Depository Library Program (FDLP) is a complex job, and we welcome any assistance in making this Program work better for the American public. The 1,400 depository libraries are a diverse group, which includes academic, public, court, law school, state, and Federal agency libraries. We have 53 Regional Libraries that receive all information products that we acquire and retain them forever, unless superseded. The remaining libraries select from over 7,000 categories of Government information, holding each title at least 5 years, and building collections which are designed to meet the unique needs of their local constituencies.

Last fiscal year, the depositories received over 25.7 million copies of nearly 73,000 different Government publications. The basic program functions of acquisition, classification, distribution, cataloging, format conversion, and inspection of libraries are being performed by the 130 employees of the Library Programs Service (LPS) at the GPO. In addition, as authorized under PL 103-40, the Government Printing Office Electronic Information Access Enhancement Act, we are building an electronic infrastructure which we hope will establish the depository program in the electronic future. We must ensure the public's right to free and unrestricted access to the information we provide while juggling a limited program budget.

Given the size of the universe that we deal with, and further given the various means of publishing in the Federal sector, there are information products which have escaped the depository program. These fugitives, as they are often called, include a substantial number of scientific, technical and engineering information products. The law that applies to the fugitive documents situation is encompassed in Chapter 19 of Title 44, of the U.S. Code entitled "Depository Library Program." Section 1902 states that "Government publications, except those determined by their issuing components to be required for official use only or for strictly administrative or operational purposes which have no public interest or educational value and publications classified for reasons of national security, shall be made available to depository libraries through the facilities of the Superintendent of Documents for public information."

...NTIS actions to provide full text online access to final STEI products for depository libraries at no charge will be a significant contribution to our Program in gaining access to Executive Branch online information.

In terms of who bears the cost for copies distributed, Section 1903 states "The cost of printing and binding those publications distributed to depository libraries obtained elsewhere than from the Government Printing Office, shall be borne by components of the Government responsible for their issuance; those requisitioned from the Government

Printing Office shall be charged to appropriations provided the Superintendent of Documents for that purpose." Thus the money appropriated for the FDLP can only be used to obtain copies of items produced by or procured through GPO.

Since part of our mission is to make the Federal Depository Library Program as inclusive as possible, we are very pleased with the recognition of the stature and importance of the Program in disseminating and providing access to Federal information. This recognition is evidenced in such diverse sources as OMB Circular A-130, in the planning for the new Government Information Locator Service (GILS), in PL 103-40, and in the recently released NTIS Rules.

So, there is a big job to be done, and we welcome the assistance of NTIS in assuring that scientific, technical and engineering information, both in print and electronic form, is available to the public through the libraries of the FDLP. Since all scientific, technical and engineering information (STEI) has traditionally not been included in the Program, this can be a major step in making depository library collections and services more complete. In addition, this cooperation builds on what NTIS does best: collecting, processing, and distributing the nation's STEI resources. But NTIS' actions must be focused on strengthening the traditional values of the FDLP: dissemination at no cost to the depository libraries, and free public access to FDLP information.

In particular, NTIS actions to provide full text online access to final STEI products for depository libraries at no charge will be a significant contribution to our Program in gaining access to Executive Branch online information.

Our greatest concern, however, is that the information be provided specifically under the auspices of the Depository Library Program in accordance with Chapter 19 of Title 44 of the U.S. Code. This is critical to assure that information provided by the Federal Government at no cost to the depository libraries is in turn made available free to the general public as required by Title 44. Unless distributed under the official Depository Library Program, libraries would not have the obligation to retain materials or to provide access to the general public, as is clearly the intent of the law.

In this regard, we were pleased that Don Johnson, in his March 1st letter to the Public Printer, indicated that NTIS is eager to enter into an Interagency Agreement with GPO. We would like to construct such an Agreement and we believe a useful model is the Interagency Agreement GPO has with the Department of Energy in Oak Ridge, Tennessee. Over the years we have cut down significantly on the so called "fugitive" documents through

Interagency Agreements. DOE sends about 14,000 non-GPO technical reports each year directly to our libraries. The U.S. Geological Survey sends maps directly from Denver and the Defense Mapping Agency distributes maps and charts directly from St. Louis. Also, we have Census Bureau and other Commerce Department CD-ROMS provided to GPO for distribution. So the amount of "fugitive" documents has been reduced. And this will be one major task between my Office and NTIS -- to establish the number of STEI products that NTIS will be receiving, not presently getting into our Program.

However, STEI print products are only part of the issue. Today, the real issue is fugitive electronic data bases, and how to get them into the FDLP. As authorized under PL 103-40, the GPO Access Act, we are developing online versions of the Congressional Record and Federal Register, an electronic storage facility, and a GPO locator capable of directing users to resources in either the GPO Sales or Depository Library Programs. Congress has given GPO these tasks to accomplish within our existing funding, including providing access to depository libraries without charge. Therefore, we will not be building into any Agreement a mechanism whereby GPO will fund depository library use of NTIS data bases, or subsidize the underlying infrastructure to enable such access.

In structuring an Agreement, as I said earlier, we would propose that it be similar to our Interagency Agreement with DOE, with distribution made as if it were from our depository program following the customary conditions. We are in the process of drafting a proposed Agreement, which we would suggest become effective October 1, 1994. Let me share with you what, in our opinion, will be some of the main items to be included.

First, the general purpose of the Agreement, as we see it, will be to establish a role for NTIS in supporting GPO's statutorily authorized administration of the FDLP, to the end of improving free public access to Government-published STEI. In this regard, NTIS will strengthen the Program through expanding the scope of coverage of STEI in the FDLP, and as we do with DOE, we propose that GPO reimburse NTIS for the costs of processing, handling and mailing STEI products to depository libraries.

We have found, in working with DOE, that this model can function very economically. In FY 1993, DOE classified, prepared shipping lists, packaged, and mailed 2.04 million microfiche copies of 13,900 DOE technical reports at a cost to GPO of about 10 cents per copy. The cost of the microfiche duplication is borne by DOE since it is the originating agency and the fiche are not procured through GPO.

One of the tasks for NTIS, with our help, will be to identify those STEI products received by NTIS which have not been distributed to depository libraries. And as I said earlier, since the FDLP includes numerous titles which are not produced through GPO, NTIS will need to use information provided by GPO and other appropriate measures to research the depository status of the STEI products.

NTIS could contact the originating agency to obtain quantities of the fugitive STEI products sufficient to make distribution to all depository libraries which have selected that type of material. When sufficient quantities of STEI products cannot be obtained from the originating agency, NTIS could:

- 1) Reproduce sufficient quantities of the product (usually in microfiche) to make complete depository distribution, invoicing the originating agencies for the cost of the copies duplicated;
- 2) Distribute copies to those depository libraries selecting STEI products, obtaining reimbursement from GPO for processing, handling and postage expenses.

When the publishing agencies do not provide, or pay for reproduction of, depository copies, NTIS could notify the Office of Management and Budget (OMB) and GPO that the originating agencies were delinquent in fulfilling their Title 44 responsibilities.

We would ask that NTIS provide to GPO one copy of each STEI publication, diskette, CD-ROM, etc., distributed to depository libraries for GPO.

We would ask that NTIS notify GPO at the earliest practical date concerning changes in electronic STEI product specifications in such areas as retrieval software, frequency of publication, number of discs per issue, packaging, major additions or deletions of content, etc.

A key part of the agreement will be for NTIS to provide depository libraries free and unrestricted access to its bibliographic and full-text online data files and to provide electronic system user support to depository libraries on an equal basis to that support provided to NTIS's paid subscribers.

A key part of the agreement will be for NTIS to provide depository libraries free and unrestricted access to its bibliographic and full-text online data files and to provide electronic system user support to depository libraries on an equal basis to that support provided to NTIS's paid subscribers. In this regard, we share depository library concerns that there be no restrictions on the secondary dissemination of NTIS online data.

Further, in an interagency agreement, as customary conditions of distribution to depositories, we will propose that NTIS:

- 1) Assign Superintendent of Documents classification numbers to the STEI products distributed to depositories;
- 2) Prepare and disseminate depository shipping lists which conform to the general specifications of those produced by GPO;
- 3) Provide GPO with shipping list information in machine-readable format on floppy diskettes containing dBASE records of the publications appearing on the shipping lists created and distributed by NTIS;
- 4) Consult with GPO on the Superintendent of Documents classification number and distribution profile for STEI product types which have not previously been included in the FDLP; and

- 5) Enter the Superintendent of Documents classification number and depository item number into the NTIS database.

Let me summarize some of the terms of the Agreement for my Office:

- 1) We will provide to NTIS, on at least a quarterly basis, a mailing list of depository libraries indicating the categories and quantities of STEI reports which the libraries are to receive.
- 2) We will reimburse NTIS for the full cost of postage, and the negotiated processing and handling costs involved in distributing STEI publications to depository libraries under the Agreement.
- 3) We will continue to distribute to each selecting depository library copies of the Government Reports Announcements and Index (GRA&I), in paper format. Because GRA&I is produced through the GPO, we currently pay the cost of depository copies.
- 4) We will notify depository libraries at the earliest practical date concerning changes in electronic STEI product specifications.
- 5) We will provide to NTIS information for its use in determining which STEI products have been distributed, for assigning Superintendent of Documents classification numbers, and for determining required product quantities.
- 6) We will assist NTIS in establishing Superintendent of Documents classification numbers and depository order counts and selection profiles for STEI product types previously not distributed in our Program.

And finally...

- 7) We will notify the Joint Committee on Printing (JCP) when originating agencies are delinquent in fulfilling their Title 44 responsibilities.

Those are some of the terms of a proposed Agreement as we see them, at this time. We will be completing a draft soon to present to NTIS and look forward to working with all of you.

Concerning the proposed grants to depository libraries, we will be pleased to work with Don and his people, the JCP, and representatives of the depository library community, to develop a plan to ensure that depository libraries which receive NTIS technology grants utilize the funds to enhance the libraries' electronic information handling capabilities to the end of improving public access to Government information. However, we have concern about equity issues - the "rich libraries getting richer." We would like NTIS to consider using the grants to bootstrap the least capable libraries.

We also have concerns about political pressures influencing the grant process and about our overall ability to assure that the money is used solely to support free public access. In

this regard, computer equipment and software provided must be used exclusively by depository libraries in providing free access to the general public to Government information. And that equipment must be available for use by the public, not just by the library staff. Also, any training provided must relate directly to the performance of depository duties in serving the public.

I'd like to close today by giving you a very brief idea of how the Depository Library Council to the Public Printer functions. The Council was established in 1973 to provide advice to the Public Printer regarding the operation of the Federal Depository Library Program.

Council generally has two public meetings each year, one in Washington, and one in a field location around the country.

The Council is comprised of 15 individuals who serve for a 3-year term. Each year, five new Council members are selected by the Public Printer to replace those whose terms have expired. Prospective members are nominated by various library and professional associations, but do not function as official representatives of those organizations.

Although many of the Council members have been government documents librarians, we look for individuals who have a broad working knowledge of Federal information dissemination policy and issues, as well as the detailed knowledge of the Federal Depository Library Program. Additionally, they require the ability and commitment to devote significant amounts of personal and organizational resources to in-depth discussion of depository issues.

In general, we prefer the Council to advise GPO on a real and practical level, offering recommendations and solutions that are within the scope of the current legislation.

IRS Notes Installation Procedures With 1993 IRS Federal Tax Forms CD

[The IRS provided LPS with the following information on the 1993 IRS Federal Tax Forms CD, which was distributed on shipping list 94-0007-E (item 0923-B-01, SuDocs T 22.51/4:993).]

When installing the 1993 IRS Federal Tax Forms CD, you must enter the CD-ROM DRIVE LETTER on the second set-up window or you will not be able to locate the tax forms files on the CD.

Any problems should be faxed to the ETFD-CD-ROM coordinator at the IRS (PC:PS). Fax: (202) 622-6184. Someone will call you back.

Hoffman Appointed to Depository Library Council

Public Printer Michael F. DiMario has named David R. Hoffman to the Depository Library Council to the Public Printer. Hoffman will fill the remaining term of Dr. William C. Cassell, President, Heidelberg College, who has resigned. The new appointment is until September 1995. Hoffman is Director, Library Services, for the State Library of Pennsylvania.



Depository Library Council Members For FY 1994

Term Expires September 30, 1994:

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Readers Exchange

[The following guide appeared as issue 6 (March 7, 1994) of "Government Documents Notes," published by the Paley Library at Temple University, Philadelphia, PA.]

Internet Sources of Government Information

By Blake Gumprecht, Documents Librarian

The second edition of *Internal Sources of Government Information*, a comprehensive guide to government information available on the world's largest computer network, is now available via e-mail, Gopher and anonymous FTP. The second edition includes more than 325 sources, two-thirds of which were not listed in the first edition.

Paper editions of the guide will no longer be published. In order to assure *Internet Sources of Government Information* is a timely and useful resource, future editions will only be available electronically. The guide has simply become too large and the Internet too changeable to enable efficient production of a print edition. New editions of the guide will be announced and select new sources highlighted in occasional issues of *Government Documents Notes*. A few notable additions to the second edition are described below.

The latest edition of the guide can be obtained via Gopher and anonymous FTP from the University of Michigan's Clearinghouse of Subject-Oriented Internet Resource Guides...

Path: gopher una.hh.lib.umich.edu / inetdirs / all guides / government information
Path: ftp una.hh.lib.umich.edu / user:anonymous / password:e-mail address / cd
 inetdirsstacks get government:gumprecht

To have a copy sent to you by e-mail, send a message to mail-server@rtfm.mit.edu. The message should read:

send usenet/news.answers/us-govt-net-pointers/part1
 send usenet/news.answers/us-govt-net-pointers/part2

California State Legislative Information: Provides access to the text of California Assembly and Senate bills, bill status information, legislative calendars, current state statutes, the state constitution, legislative directories and more. *Path:* gopher sen.ca.gov. *Path:* ftp leginfo.public.ca.gov / user:anonymous / password:e-mail address / cd pub

Children Youth Family Education Research Network (CYFER-net): U.S. Department of Agriculture system provides a diverse assortment of information about child welfare, youth development, families, food and nutrition, substance abuse prevention and more. *Path:* cyfer.esusda.gov

Commerce Business Daily: Full text of the 10 most recent issues of the *Commerce Business Daily*, a U.S. government publication that announces invitations to bid on projects proposed by federal agencies. Searchable by keyword. *Path:* gopher cns.cscns.com / special-commerce business daily

EDGAR: New York University system provides access to financial reports issued by U.S. public companies and filed with the Securities and Exchange Commission since the beginning of 1994. *Path:* gopher vaxvmsx.babson.edu / business resources. *Path:* ftp town.hall.org / user:anonymous / password:e-mail address / cd edgar

Environmental Futures Gopher: EPA system provides the full text of President Clinton's Climate Change Action Plan, a report about sustainable development, a Rural Development Institute paper about agriculture in the 21st Century and a variety of other documents about the future of the environment. *Path:* gopher futures.wic.epa.gov

ERIC Clearinghouse on Assessment and Evaluation: Catholic University of America system provides access to an ERIC-Educational Testing Service archive of test descriptions, an index to reviews of specific tests, the full text of ERIC digests about measurement and assessment and more. *Path:* gopher gopher.cua.edu / special resources

European Commission Host Organization (ECHO): European Communities system provides access to a variety of EC databases, library catalogs, documents, periodicals, glossaries and more. *Path:* telnet echo.ixi.ch / login:echo

General Agreement on Tariffs and Trade (GATT): Full text of the final version of GATT, incorporating agreements made at the Uruguay round of negotiations. An executive summary written by the U.S. trade representative is also available. *Path:* gopher ace.esusda.gov / americans communicating electronically / national policy issues

Human Rights Country Reports: Full text of an annual U.S. Department of State report that describes human rights conditions in 193 countries. *Path:* gopher ace.esusda.gov / americans communicating electronically / u.s. state department releases

Institutional Communications Network (INET): U.S. Department of Education system provides access to department directories, grant information, statistics, educational software, information about department programs, full text of department publications and more. *Path:* gopher gopher.ed.gov

Israel Information Service: Israel government system provides the full text of documents and speeches about the Israeli-Arab peace process, information about other policy issues, general facts and statistical data about Israel, a daily survey of the Israeli press, country and region maps and more. *Path:* gopher israel-info.gov.il

LabStat: Bureau of Labor Statistics system provides access to current and historical employment and unemployment data, occupational injury and illness rates, consumer and producer price index figures, as well as other labor and economic data. *Path:* ftp stats.bls.gov / user:anonymous / password:e-mail address / cd pub

Selected Water Resources Abstracts: Database maintained by the U.S. Geological Survey's Water Resources Scientific Information Center provides keyword access to abstracts of articles and other literature about water resources. *Path:* gopher gopher.c-wr.siu.edu / usgs wrsic research abstracts

Smithsonian Institution Photographs: Archive of photographs from the Smithsonian, downloadable as digital images. *Path:* ftp photo1.si.edu / user:anonymous / password: e-mail address

Southeastern Pennsylvania Transportation Authority (SEPTA) Train Schedules: Provides access to SEPTA regional rail schedules, service notices and fare information. *Path:* gopher gopher.upenn.edu / penninfo / penninfo / student activities and services / transportation and parking / septa

US. Department of Agriculture Economics and Statistics Gopher: USDA-Cornell University system provides access to statistics on a wide variety of agricultural topics - consumer food spending, milk and dairy sales, ozone levels, meat consumption, fertilizer use and more. *Path:* gopher usda.mannlib.cornell.edu

U.S. Government Publications Index: Provides keyword access to citations for U.S. government publications issued through the Government Printing Office since 1976. *Path:* telnet database.carl.org / carl systems library catalogs / carl systems libraries - western u.s. / carl / library catalogs / government publications

Voice of America Gopher: Full text of Voice of America news reports, program schedules, shortwave radio frequency and satellite downlink information, and more. *Path:* gopher gopher.voa.gov

World Bank Public Information Service: Full text of World Bank policy papers, environmental reports, project information documents, country economic reports and more. *Path:* gopher gopher.worldbank.org



Special Offer on Selected Documents, No. 4

March 23, 1994

[This special offer was sent to depository libraries in shipment boxes on March 23, 1994.]

The Library Programs Service has titles in limited quantities which are available to depository libraries on a first come, first served basis. Libraries may request any of the titles listed below by marking these sheets and returning them by mail or fax before April 22, 1994.

LPS will send one copy of any requested title for which stock is still available. When stocks are exhausted, no notification will be sent, due to limited staff.

The list below shows the title, the number of copies or sets in stock, and the class number. To order, please circle the title and the individual part, if more than one part is listed.

Title	Qty	Class No.
CFR, Title 38, Pensions, Bonuses & Veterans' Relief Parts 18 to End	10	AE 2.106/3:38/PT.18-END/993
1990 Census of Population and Housing.. Virginia, (outside Metropolitan Areas)	28	C 3.223/II:I990 CPH-3-48
1990 Census of Population and Housing.. Cincinnati-Hamilton, OH-KY-IN...	28	C 3.223/11:1990 CPH-3-115 A
1990 Census of Population and Housing.. Los Angeles-Anaheim-Riverside...	32	C 3.223/11:1990 CPH-3-215 B/ SEC.1-7

Fax to: (202) 512-1429

or

Mail to: Special Offer
U.S. G.P.O.
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